

## TECHNICAL MANUAL

# INSPECTION AND PREVENTIVE MAINTENANCE PROCEDURES FOR CLASSIFIED STORAGE CONTAINERS

(ATOS)

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### 1. PURPOSE.

The purpose of this manual is to establish a minimum procedure for inspection and preventive maintenance of filing cabinets authorized for use in storing classified material.

### 2. SCOPE.

The procedure established herein is applicable to those filing cabinets which satisfy the minimum security requirements established by DOD 5200.1-R/AFI 131-401.

### 3. DEFINITIONS.

a. "Security type equipment" as used herein refers to approved security containers and other file cabinets authorized for use in storing classified material.

b. "Approved Security Containers" as used herein refers specifically to those file cabinets which comply with the test requirements of current Federal Specifications. These cabinets may be identified by a label imprinted "General Services Administration Approved Security Container" affixed to lock drawer or attached to upper front part of the cabinet.

c. "Approved vault doors and their built-in locking mechanism" refers to doors that are mounted to vaults not constructed as a unit, therefore, not meeting the criteria of either of above definitions. When approved, doors are mounted to vaults constructed in accordance with civil engineering guidance.

### 4. RESPONSIBILITIES.

a. Responsibility for procedures outlined in this technical order will be assigned to personnel authorized by base commander. Repair, servicing, or preventive maintenance of this equipment will be accomplished only by a locksmith or other qualified personnel who have been the subject of a favorable National Agency Check prior to assignment to such duties. For US military personnel, an Entrance National Agency Check satisfies this requirement. See AFI 131-501, "USAF Personnel Security Program." When such service is provided on a contract basis, the owner/user submits through command channels a request to submit a National Agency Check (NAC) according to AFI 131-501. If access to classified information by the contractor is required to perform the service, the provisions of DOD 5220.22-R, Industrial Security Regulation, apply.

b. Preventive maintenance and inspection requirements stated in this technical order will be accomplished every five years for safes and every two years for vaults by qualified personnel in above paragraph.

c. Custodian of repositories for classified material is responsible for insuring that access to classified contents of such containers is not permitted to personnel performing repair, servicing, preventive maintenance, and inspection functions.

d. Each approved security container custodian will be adequately trained and instructed in operation of each individual container for which he is responsible. This training will be conducted by locksmiths or other personnel who are qualified as to technical construction, operation, maintenance,

and purpose of such security type equipment. Each custodian will be familiar with contents of this technical order to assure its fullest effectiveness.

e. Only those alterations/modifications authorized by Air Force technical orders will be accomplished.

## 5. GENERAL.

a. Each approved security container including locking mechanism, will be thoroughly inspected for cleanliness and serviceability, prior to being placed in use. Maintenance personnel will make a record of each inspection and/or type of maintenance afforded each container in use on AFTO Form 36, "Maintenance Record For Security Type Equipment" (see paragraph 9). AFTO Form 36 with required information will be taped to inside of locking drawer or door of each container.

b. Responsibility to assure equipment is maintained in a serviceable condition rests with container custodian. Each approved security container will be given a visual and operational inspection by the custodian or other qualified personnel each time the lock combination is changed, upon reassignment of container, or change of custodian. The date of combination changes is not recorded on AFTO Form 36. The standard Form SF700, Part 1, Security Container Information, is used for Security Type Equipment Maintenance Record. Use SF700, Part 2 to physically record the combination only after the unit commander or staff agency chief determines it is necessary for emergencies or efficient operation. Discard SF700, Part 2, unless it is used to record the combination. (See DOD 5200.1-R/AFI 131-401.) Any signs of forced or surreptitious entry, lock manipulation, radiological attack, or other signs of molestation of any security type equipment will be reported immediately to the local Security and Law Enforcement Office for investigation.

## 6. PREVENTIVE MAINTENANCE.

Maintenance of security type equipment and/or components will be in accordance with and to extent authorized by each Commander (See paragraph 4.b.). Base maintenance capability will be utilized to maximum extent before any consideration is given to diverting this service to contractual repair/ facility for accomplishment. The extent of repair replacement will be in accordance with local and/or Air Force policy applicable to this type security equipment.

## 7. INSPECTION.

a. LOCK AND LOCKING MECHANISM. Each lock and locking mechanism will be thoroughly inspected for:

(1) Corrosion or presence of any other foreign matter that will in any manner affect its proper operation.

(2) Any signs of malfunctioning or impending failure.

(3) Any signs of tampering, maladjustment, forced entry, surreptitious entry and manipulation attempts.

(4) Metal plates around the lock for security, alignment, signs of jamming and proper placement.

(5) Watch for the following trouble signs:

(a) A dial that is unusually loose (to include in and out play) or difficult to turn.

(b) Any movement in the dial ring (apply twist to detect this).

(c) Difficulty in dialing the combination or opening the container. Examples are:

1 The need to dial the combination more than once (when human error is not at fault).

2 The need to dial the combination numbers slightly above or below the correct number in the combination.

b. PADLOCK AND LOCKBAR. Each padlock, lockbar, and attaching hardware will be inspected as follows:

(1) Each padlock will be inspected for signs of tampering, surreptitious entry attempts, or camouflaged repairs.

(2) The lockbar and its attaching hardware will be inspected for signs of surreptitious entry, broken or cracked welds, loose or misaligned brackets, and other signs of impending failure.

c. CONTAINER. Each case assembly will be thoroughly inspected for:

(1) Signs of forced and/or surreptitious entry on all surfaces, internally and externally.

(2) Broken or cracked welds, loose or misaligned panels and camouflaged repairs.

(3) Drawer tracks/runners for loose joints, misalignment and fatigue cracks.

(4) Drawers rubbing against container walls. (The container may not be leveled, tracks or cradles may not be aligned properly.)

(5) Difficulties in locking the control drawer because the tracks or cradles need lubricant, material is jammed in behind the drawer, or the internal locking mechanism is tripped.

(6) Difficulties in locking the control drawer. Examples are:

(a) The control drawer handle or latch will not return to the locking position when the drawer is shut.

(b) The locking bolts move roughly, slip, drag, or the linkage is burred or deformed.

d. All containers drilled to gain access as a result of lock-outs shall be promptly repaired and inspected to insure that they have been repaired properly and provide acceptable safeguarding capability. (See DOD 5200.1-R/AFI 131-401.)

e. DRAWERS. Each drawer assembly, including follower block or dividers, latching mechanism and suspensions and stops for ease of operation, signs of impending failure, alignment, foreign matter, and proper lubrication. Excess lubrication will be removed.

f. HARDWARE. All attaching hardware (bolts, studs, screws, nuts, keys, rollers, etc.) for security of attachment, improper bends, visible cracks, defective threaded areas and other signs of impending failures.

## 8. REPAIR.

a. Insulated containers will be handled very carefully to prevent damage to insulation materials during repair procedures.

b. Lock and Locking Mechanism. All corrosion (rust) will be removed by buffing/polishing and affected areas will be coated with a suitable primer coating (zinc chromate primer) to retard further deterioration. Parts/components rusted beyond reuse will be replaced as required. Parts requiring lubrication will be lubricated as required utilizing a general purpose lubricant having a wide temperature range. Under no circumstances will oil be used to lubricate a combination lock. Only a very light application of silicone lubrication will be used to lubricate moving metallic parts of combination locks. Excess lubricant will be removed prior to placing lock cover on lock.

c. Containers and Drawers. Dents, creases, etc, in metal surfaces will be removed. Cuts, tears, cracks, drilled holes, etc. will be repaired as out-lined in DOD 5200.1-R/AFI 131-401.

d. All defective hardware will be replaced when any defect is noted that will prevent it performing its intended function.

e. All foreign matter (dust, dirt, staples, etc.) will be removed by use of a vacuum cleaner or other suitable means.

## 9. RECORDS.

a. AFTO Form 36, "Maintenance Record For Security Type Equipment", is required to provide a historical maintenance record for each container authorized for use in storing classified material. Responsible personnel as designated by base commander will insure that maintenance and/or inspections are recorded.

b. AFTO Form 36 will be maintained as follows:

(1) AFTO Form 36 shall be filled out and maintained within the container. (See paragraph 9e.)

(2) All entries on AFTO Form 36 shall be typed or handprinted.

c. Instructions for completing AFTO Form 36 are as follows:

(1) "Appliance"

Enter type of equipment (cabinet).

(2) "Manufacturer"

Enter name of cabinet manufacturer.

(3) "Serial Number"

Enter assigned container number. If no serial number, enter locally assigned container number.

(4) "Type"

Enter class of container if applicable. Enter insulated or non-insulated if container is not designated by class.

(5) "Model"

Not Applicable.

(6) "Location"

Enter physical location of container.

(7) "Type of Maintenance"

Identify all maintenance, repairs, alterations, modifications, servicing and inspections. Include remark if container has been drilled and reason for drilling.

(8) "Date Repaired/Inspected"

Enter date of Maintenance/Inspections.

(9) "Name/Organization"

Enter name and organization of repairman/inspector.

(10) "Classification Limitation"

Enter highest degree of classification of material which may be stored in container. Limit classification as applicable in accordance with DOD 5200.1-R/AFI 131-401.

(11) "Cost of Repair"

Not Applicable.

d. Supply of Forms

AFTO Form 36, "Maintenance Record For Security Type Equipment", will be requisitioned from base publications Distribution Officer.

e. Disposition of Forms.

AFTO Form 36 will be disposed of in accordance with AFI 137-138.

10. SUPPLY.

Security type equipment which satisfied current Air Force requirements for storage of classified material is reflected in DOD 5200.1-R/AFI 131-401.

THE END